

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON**  
FORT SAM HOUSTON, TEXAS 78234-5014



# BULLETIN

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 05**

**2 Feb 06**

## Section I. OFFICIAL

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### CASUALTY NOTIFICATION:

**1 Feb 06 to 31 Mar 06 - AAMEDDC&S**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Personnel Services at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (IMSW-SMH-HRM-H/5-8809)

**ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE**

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**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

**6. CLAIMS AGAINST DECEASED PERSONNEL:** For Individuals with claims against or who are indebted to the late 1SG Tobias Meister of the 321<sup>st</sup> CA BDE, Ft. Sam Houston, please contact 1LT Clayton Leishman at [clayton.leishman@us.army.mil](mailto:clayton.leishman@us.army.mil) or 210-945-7175. (1/3)

**7. ANTITERRORISM AWARENESS – TRAVEL OUTSIDE THE U.S.**

AR 525-13 mandates that military personnel and DOD civilians traveling outside the 50 United States, its territories and possessions (to include on leave, pass, or temporary duty) receive:

- a destination country update within two months of travel and
- Antiterrorism Awareness Training (Level 1) within 12 months of travel.

For more information, contact your unit Antiterrorism Advisor or the FSH Antiterrorism Office at 295-0535/295-0509.

**8. CUSTOMER NOTIFICATION (100% AMMUNITION INVENTORY):** The Fort Sam Houston Ammunition Supply Point (ASP) will be closed on the dates listed below to conduct a 100% inventory. Emergency requests should be brought to the attention of Ms. Vanessa C. Alford, work 210-221-1065, cell 210-669-5173.

**Ammunition Inventory Dates:**

27-31 Mar 06

26-30 Jun 06

11-15 Sep 06

**9. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as

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follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
8 February 06	0900 hrs	1030 hrs	Wednesday	Blesse Auditorium
14 June 06	0900 hrs	1030 hrs	Wednesday	Blesse Auditorium

For more information please contact Mr. Elbert Lewis 1-8200/8106, SFC Kelley 1-8569/8199, or SFC Larvins 1-3227 (32d MED BDE) at the AMEDDC&S Security office, Room 026/113.

**10. Fort Sam Houston (FSH) Army Family Action Plan (AFAP) March 7-8 2006:** An Army Family Action Plan Community Forum is the first step in the process that conveys input from The Army Family to Army Leadership. The process lets soldiers, DA civilians, retirees, and their families identify what is working and what is not working in their community and the Army world-wide. It alerts commanders and Army leaders to areas of concern that need their attention and provides a mechanism for reporting back to the local community on the progress of the issues submitted.

The Army is the only branch of the DoD that has such a program. This process has resulted in the enhancement of local programs and quality of life, change in regulations and enactment of new legislation in support of our military components.

Be a part of this important process. Submit your issues to the 2006 FSH AFAP conference using the format provided in the AFAP portion of the Army Community Service (ACS) web page at [www.fortsamhoustonmwr.com](http://www.fortsamhoustonmwr.com). Forms are also available at the RaodRunner Community Center.

We are also looking for delegates representative of our community. DA civilian employees, spouses of enlisted, NCO and officer rank soldiers, and retirees are needed as Delegates to the forum. The commitment of the delegates is for the entire two-day conference. Contact the AFAP program manager, Sue York, at 221-9821 or Felix Aparicio 221-0275 for a delegate application. Soldier delegates will be identified by their units. (1/4)

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**OFFICIAL:  
EARNEST C. BRIDGES  
Chief, Human Resources and Administration**

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